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OP-86-1634

04 JUN 1986

MEMORANDUM FOR: Director of Information Technology

VIA: Director of Personnel

FROM: John M. Ray
Director of LogisticsSUBJECT: Communications Requirements for Temporary
Relocation Site--Clerical Staffing Branch,
Office of Personnel

1. Your assistance is requested to fulfill the communications requirements of the Clerical Staffing Branch, Office of Personnel (CSB/OP), at a temporary relocation site. The component must vacate their present site on the second floor of Ames Building so that asbestos can be removed from the ceiling area. The removal process will take 60-75 days. We ask that the temporary nature of this move and the health/safety factors involved be considered in establishing the new site as quickly as possible and at minimal cost.

3. Based on information received from the CSB/OP, the communications requirements for the temporary site include:

- a. Secure telephones: 4 lines.
- b. Sterile telephones: 4 lines.
- c. Standard black telephones: 3 lines; 24 extensions;
One call director.
- d. WANG workstations: 4 units--Component has units
identified as W-20 or W-25.

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25X1 4. Inspection of the site has been made by [redacted] of
the Office of Security, Physical Security Division. Preliminary
contact has been made with the Requirements Section, Office of
Information Technology, for coordination purposes. The Office of
Logistics (OL), and GSA will pay for the cost of this
relocation. For further information, you may contact
25X1 [redacted] Real Estate and Construction Division, OL, on
25X1 [redacted] or [redacted] Logistics Officer, OP, on ,

25X1 5. Thank you for your cooperation.

[redacted]
John M. Ray

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